Minutes of Ordinary Meeting of Avon Dassett Parish Council
Monday 3rd December 2018 at The Reading Room.

The meeting commenced at 7.30pm.

1) APOLOGIES: Martyn Heard, Councillor Chris Williams.

Present: Trevor Gill, Mike Blakeman, Liz Hirst, Darrell Muffitt, Councillor John Feilding, Clerk: Helen Hide-Wright

2) DECLARATIONS OF INTEREST: None.

3) CONFIRM MINUTES OF LAST MEETING: The minutes were accepted. Proposed: Mike Blakeman, seconded: Darrell Muffitt. Signed and dated by Trevor Gill.

4) QUESTIONS FROM THE PUBLIC: None.

5) MATTERS ARISING: Trevor Gill has spoken Patch Byrne about the state of the road and the blocked drains at the bottom of the village. **Action: Trevor Gill to contact Councillor Bob Stevens about both matters.**

Trevor Gill has discussed the playground idea with the resident who was keen to add further equipment to the area. Trevor Gill and Darrell Muffitt confirmed that they will remove the totem pole as previously agreed.

Community

a) Burial Ground:

b) Community Policing/Neighbourhood Watch: Metal items were removed from behind a residents home.

c) Playground – (weekly inspection reports): Annual Inspection Report. As previously reported, the totem pole will be removed. The annual inspection report was circulated to Parish Councillors prior to the meeting. Other than the totem pole, the equipment in the play area passed inspection.

d) Superfast Broadband: Trevor Gill has chased the Superfast Broadband team about the service at the top of the village which was supposed to be connected by now. **ACTION: Trevor Gill to follow up.**

e) Post Office: Nothing to report.

f) Village Communications and website: Darrell Muffitt reminded the meeting that there has been criticism in the recent past as the Parish Council was funding two websites. There is no commitment to fund the Community website and the Parish Council would expect to receive a grant application for consideration of funding is required. To date the fees in respect of the Parish Council website have been met by Trevor Gill and the meeting agreed that future payments should be made by direct debit from the Parish Council's account. **ACTION: Trevor Gill to arrange.**

g) War memorial – English Heritage listing has been confirmed. The land does not appear to be registered to the Parish Council. Evidence is required that the land is owned by the Parish Council in order to register it with the Land Registry. **ACTION: Trevor Gill and the Clerk to will seek legal advice on this from WALC and continue their efforts to trace the original title deeds.**

h) Reading Room – refurbishment. **ACTION: Trevor Gill will contact the decorator to undertake the work as soon as possible and also obtain an estimate in respect of work required to the interior.**

i) 100th anniversary of end of WW1: The Clerk confirmed that remembrance messages were lodged against all of those listed on the War Memorial within the Every One Remembered scheme by the Royal British Legion.

j) Cemetery Car park: Trevor Gill has received the new gate, ready to install. **ACTION: Trevor Gill to arrange.**

k) Defibrillator volunteer phone system: The phone system is registered. Training may be organised in the spring.

l) HS2: Darrell Muffitt highlighted the impact of the scheme upon traffic in the local area. **ACTION: Trevor Gill to contact Bob Stevens to discuss the impact on local resident's travel arrangements. Darrell Muffitt to contact UK Highways Agency.**

Roads: Traffic, Roads and Drains (Church Hill):

m) Drains

Environment/Maintenance

Communication/Administration

6) COUNCIL REPORTS (Appendix 1).

7) CORRESPONDENCE: The Clerk was asked to remind residents to use public footpaths and not to exercise dogs on private land.

8) PLANNING (Declarations of interests): 18/03399/TREE St John The Baptist Church. Scots Pine: Fell. No Representation.

9) FINANCE

Financial Statement (Appendix 2)

Emergency Payments made on 26th November 2018 (following cancellation of meeting due to insufficient numbers):

Thomas Fox Inv 25505	£ 105.00
Hide-Wright (Oct expenses)	£ 24.00
Royal British Legion (Wreath)	£ 50.00
Play Safety Inv 39058	£ 100.80
Thomas Fox Inv 25732	£ 122.40

Previously authorised payment (paid 26.11.18):

T. Gill (Cemetery Gates from Wynnstay)	£ 64.32

Budget 2019/20: Trevor Gill circulated a draft budget (Appendix 3). The Parish Council has been advised to budget for election fees, estimated at £2-3k, should an election be required. The Parish Council was very mindful of the comments received when the budget for the current financial year was set and have managed to cover the costs of the elections due to take place in May 2019 by reducing expenditure is other areas. Over the next financial year, the Parish Council will continue to review all expenditure and will progress projects that will provide real benefit to residents. These will include work to The Reading Room, and we will use ring fence funds that have been set aside for these purposes. The Parish Council is very mindful that central government could impose restrictions on future precept levels and are keen to ensure that any restrictions do not adversely impact their ability to maintain the village and also to meet its financial obligations.

Financial statement summary year to date (Appendix 4).

10) MEMBER REPORTS: Nothing to report.

11) DATE OF MEETINGS in 2019: 14th Jan, 4th Feb,11th March, 1st April, 13th May, 3rd June, 1st July, 5th Aug, 2nd Sept, 7th Oct, 18th/25th Nov, no meeting in December.

The meeting closed at 8.30pm.

Appendix 1.

District Councillor John Feilding.

Scrutiny Update (Stratford-on-Avon District Council) – November 2018

The Overview and Scrutiny Committee (OSC) continues to undertake interesting work in a number of different areas:

At its October and November meetings OSC looked at the Council's new Industrial and Economic Strategy, Statement of Community Involvement (which looks at public consultation on planning issues) and approved a new Social Inclusion Statement following the recommendations of a working group.

OSC also received a quarterly performance monitoring report and questioned the Cabinet Member with responsibility for this area. This report showed that, in terms of both KPIs (Key Performance Indicators) and Corporate Strategy Objectives, the majority of targets are being hit by the Council. The Committee did challenge areas where targets hadn't been achieved including the time taken for Land Charge searches.

On 5th December the Committee will hear from Helen Peters (Chief Executive of Shakespeare's England) about tourism in the district and Cllr Wallace Redford (the county councillor who chairs the Health Scrutiny Committee at Warwickshire County Council) about local health issues. The latest developments with the Horton Hospital in Banbury, and the Coventry and Warwickshire Sustainability and Transformation Plan (STP) (the multi-year NHS plan for health and care services in the area).

A new Scrutiny 'Task & Finish Group' has also been setup to look at the Council's approach to preventing eviction of social and private tenants and resulting homelessness. This work will include looking at how partners such as Orbit Housing deal with these issues.

Upcoming OSC meetings will see both the Council Leader (Cllr Tony Jefferson) and the Warwickshire Police and Crime Commissioner (Philip Seccombe) attending to present reports and take questions.

Also, for your information I have received the following from Vale of The Red Horse Health centre practise manager: Alcester Health Centre, Budbrooke Medical Centre, Vale of The Red Horse Health Care Centres and St Wulfstan Surgery have formed a rural GP Network.

We are a collaboration of likeminded patient centric Primary Care providers who together want to ensure our patients get the best possible care whilst also offering sustainability and stability for our group of GP Practices in South Warwickshire. This is not a merger each practice retains its own identity and practice areas.

There are also changes that effect animal licencing See categories below: -

Licensable Activities

- Selling animals as pets
- Boarding cats
- Boarding dogs (home/daycare/kennels)
- Hiring out horses
- Breeding dogs
- Keeping or training animals for exhibition

Business Test

- The local authority must determine whether an activity is being carried on in the course of a business, taking into account the circumstances e.g.
- View to making a profit
- Any commission or fee
- Anything else that is relevant

Appendix 2

FINANCIAL STATEMENT November 2018, Avon Dassett Parish Council:

Balance at close of business 29th November 2018

Current Account	£	13,839.93
Savings Account	£	12,838.55* Ring fenced funds and interest received.

Bank Transactions

Current Account	**Chq/SO/DD/TRF/FPI**	**In**	**Out**
12.11.18	SDC (Storage of Election Booths)	£ 25.00	
16.11.18	N Power	£ 36.78	
20.11.18	Hide-Wright		£311.52
21.11.18	N Power		£ 56.00
22.11.18	SDC (Grass Mowing Rebate)	£521.51	
26.11.18	Warwickshire Pension Fund		£ 95.56
Emergency Payments from cancelled PC meeting			
26.11.18	Thomas Fox Inv 25505		£105.00
26.11.18	Hide-Wright Expenses Oct Nov		£ 24.00
26.11.18	Royal British Legion (Wreath)		£ 50.00
26.11.18	Playsafety Ltd Inv 39058		£100.80
26.11.18	Thomas Fox Inv 25732		£122.40
26.11.18	T Gill (Cemetery Gate)		£ 64.32
29.11.18	David Hicks (Restocking Tubs)		£135.50
29.11.18	Thomas Fox Inv25969		£417.00

Deposit Account	**In**	**Out**
9 Nov 18	0.55	

New Balances for Ring Fenced Funds:

Description	**Amount**
Neighbourhood Watch	£ 185.00
St John's Steps Appeal Funds	£ 86.19
I.T. Equip & Software	£ 552.36
Play area lease	£ 200.00
Reading Room Maintenance	£ 8,810.00
Playground	£ 250.00
Parish Plan	£ 2,000.00
Village Cemetery	£ 275.00
Village Maintenance	£ 230.00
Defibrillator	£ 250.00
Total	**£12,838.55**

AVON DASSETT PARISH COUNCIL

	2017 - 2018 Budget Figures	2018 - 2019 Budget Figures	2019 - 2020 Budget Figures	Variance
Receipts				
Precept	£13,050	£15,610	£15,610	£0
Bank Interest	£0	£0	£0	£0
Burial Ground	£0	£0	£0	£0
Miscellaneous - Funds From Village Functions	£0	£0	£0	£0
Hire of Reading Room, car park etc	£0	£0	£0	£0
Mowing Refund From Stratford District Council	£0	£0	£0	£0
Election Fees Re The Use Of The Reading Room	£0	£0	£0	£0
VAT Reimbursement	£0	£0	£0	£0
TOTAL RECEIPTS	**£13,050**	**£15,610**	**£15,610**	**£0**
Payments (Annual expenses)				
The Reading Room				
Reading Room: Cleaning	£180	£0	£0	£0
Reading Room: Electricity Supply	£300	£350	£500	£150
Reading Room: Maintenance	£1,000	£1,300	£1,000	(£300)
Reading Room: Rates	£100	£0	£0	£0
Total Reading Room	**£1,580**	**£1,650**	**£1,500**	**(£150)**
Administration				
Staff costs:				
Clerk's Pay	£4,000	£4,250	£4,500	£250
ADPC Pension Contribution	£0	£1,000	£1,100	£100
Employee Pension Contribution	£0	£0	£0	£0
Administration Expenses	£470	£600	£480	(£120)
ADPC Training	£250	£300	£150	(£150)
Audit Fees	£200	£300	£350	£50
Data Protection	£0	£50	£50	£0
Election Fees	£0	£0	£1,000	£1,000
Councillors' expenses	£0	£0	£0	£0
WALC subscriptions	£100	£110	£130	£20
Insurance	£600	£650	£650	£0
Total Administration	**£5,620**	**£7,260**	**£8,410**	**£1,150**
Village Maintenance				
Street Light Maintenance	£0	£0	£150	£150
Street Light Electricity Supply	£750	£750	£750	£0
Village Maintenance & Mowing	£2,500	£3,000	£3,000	£0
Tubs Etc	£250	£250	£250	£0
Total Village Maintenance	**£3,500**	**£4,000**	**£4,150**	**£150**
Playground				
Playground Lease & Inspections	£100	£100	£100	£0
Playground Equipment and Repairs	£250	£500	£250	(£250)
Playground General Maintenance	£250	£250	£250	£0
Total Playground	**£600**	**£850**	**£600**	(£250)
Communications & IT Expenditure				
Avon Dassett Parish Council Website	£400	£400	£300	(£100)
Communications & Surveys	£0	£0	£0	£0
IT Software, Hardware & Consumables	£200	£300	£300	£0
Total Communications & IT Expenditure	**£600**	**£700**	**£600**	**(£100)**
Miscellaneous				
Coffee Morning Expenses & Xmas Gathering	£150	£150	£150	£0
Other - Section 137	£0	£0	£0	£0
Defibrillator	£0	£0	£200	£200
Community Projects	£1,000	£1,000	£0	(£1,000)
Total Miscellaneous	**£1,150**	**£1,150**	**£350**	**(£800)**
TOTAL PAYMENTS	**£13,050**	**£15,610**	**£15,610**	**£0**

Ring Fenced Funds

	01 April 2018	Deposits	Withdrawls	24 October 2018
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£548.04	£3.77	£0.00	£551.81
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Deposit Account Balances As At:	**£12,834.23**	**£3.77**	**£0.00**	**£12,838.00**

AVON DASSETT PARISH COUNCIL 2018 - 2019 FINANCIAL YEAR
Thursday, 29 November 2018

	Actual		Net Receipts	Variance With Budget	Future Income	Budget
Receipts						
Precept	£15,360.00		£15,360.00	(£250.00)	£0.00	£15,610.00
Bank Interest	£4.32		£4.32	£4.32	£0.00	£0.00
Burial Ground	£0.00		£0.00	£0.00	£0.00	£0.00
Miscellaneous - Funds From Village Functions	£158.85		£158.85	£158.85	£0.00	£0.00
Hire of Reading Room, car park etc	£25.00		£25.00	£25.00	£0.00	£0.00
Mowing Refund From Stratford District Council	£521.51		£521.51	£521.51	£0.00	£0.00
Election Fees Re The Use Of The Reading Room	£25.00		£25.00	£25.00	£0.00	£0.00
VAT Reimbursement	£0.00		£0.00	£0.00	£0.00	£0.00
TOTAL RECEIPTS	**£16,094.68**	**£0.00**	**£16,094.68**	**£484.68**	**£0.00**	**£15,610.00**

Payments (Annual expenses)	Actual	Ring Fenced Funds	Net Expenditure	Variance With Budget	Future Expenses	Budget
The Reading Room						
Reading Room: Cleaning	£0.00		£0.00	£0.00	£0.00	£0.00
Reading Room: Electricity Supply	(£348.00)		(£348.00)	£2.00	£250.00	£350.00
Reading Room: Maintenance	(£540.27)	£0.00	(£540.27)	£759.73	£3,000.00	£1,300.00
Reading Room: Rates	£0.00		£0.00	£0.00	£0.00	£0.00
Total Reading Room	**(£888.27)**	**£0.00**	**(£888.27)**	**£761.73**	**£3,250.00**	**£1,650.00**
Administration						
Staff costs:						
Clerk's Pay	(£2,496.15)		(£2,496.15)	£1,753.85	£1,250.00	£4,250.00
ADPC Pension Contribution	(£619.04)		(£619.04)	£380.96	£300.00	£1,000.00
Employee Pension Contribution	(£145.46)		(£145.46)	(£145.46)	£75.00	£0.00
Administration Expenses	(£125.42)		(£125.42)	£474.58	£150.00	£600.00
ADPC Training	£0.00		£0.00	£300.00	£100.00	£300.00
Audit Fees	(£330.00)		(£330.00)	(£30.00)	£0.00	£300.00
Data Protection	(£35.00)		(£35.00)	£15.00	£0.00	£50.00
Election Fees	£0.00		£0.00	£0.00	£0.00	£0.00
Councillors' expenses	£0.00		£0.00	£0.00	£0.00	£0.00
WALC subscriptions	(£104.00)		(£104.00)	£6.00	£0.00	£110.00
Insurance	(£483.75)		(£483.75)	£166.25	£0.00	£650.00
Total Administration	**(£4,338.82)**	**£0.00**	**(£4,338.82)**	**£2,921.18**	**£1,875.00**	**£7,260.00**
Village Maintenance						
Street Light Maintenance	(£136.80)		(£136.80)	(£136.80)	£0.00	£0.00
Street Light Electricity Supply	(£445.59)		(£445.59)	£304.41	£0.00	£750.00
Village Maintenance & Mowing	(£2,799.72)	£521.51	(£2,278.21)	£721.79	£500.00	£3,000.00
Tubs Etc	(£292.60)		(£292.60)	(£42.60)	£100.00	£250.00
Total Village Maintenance	**(£3,674.71)**	**£521.51**	**(£3,153.20)**	**£846.80**	**£600.00**	**£4,000.00**
Playground						
Playground Lease & Inspections	(£100.80)		(£100.80)	(£0.80)	£0.00	£100.00
Playground Equipment and Repairs	(£424.98)		(£424.98)	£75.02	£425.00	£500.00
Playground General Maintenance	£0.00		£0.00	£250.00	£0.00	£250.00
Total Playground	**(£525.78)**	**£0.00**	**(£525.78)**	**£324.22**	**£425.00**	**£850.00**
Communications & IT Expenditure						
Avon Dassett Parish Council Website	(£224.14)		(£224.14)	£175.86	£100.00	£400.00
Communications & Surveys	£0.00		£0.00	£0.00	£0.00	£0.00
IT Software, Hardware & Consumables	(£180.00)	£0.00	(£180.00)	£120.00	£80.00	£300.00
Total Communications & IT Expenditure	**(£404.14)**	**£0.00**	**(£404.14)**	**£295.86**	**£180.00**	**£700.00**
Miscellaneous						
Coffee Morning Expenses & Xmas Gathering	£0.00		£0.00	£150.00	£0.00	£150.00
Other - Section 137	(£50.00)		(£50.00)	(£50.00)	£0.00	£0.00
Defibrillator	(£118.80)		(£118.80)	(£118.80)	£0.00	£0.00
Community Projects	£0.00		£0.00	£1,000.00	£250.00	£1,000.00
Total Miscellaneous	**(£168.80)**	**£0.00**	**(£168.80)**	**£981.20**	**£250.00**	**£1,150.00**
TOTAL PAYMENTS	**(£10,000.52)**	**£521.51**	**(£9,479.01)**	**£6,130.99**	**£6,580.00**	**£15,610.00**

Ring Fenced Funds

	01 April 2018	Deposits	Withdrawls	29 November 2018
Defibrillator	£250.00	£0.00	£0.00	£250.00
St John's Steps Appeal Funds	£86.19	£0.00	£0.00	£86.19
IT Equipment & Software	£548.04	£4.32	£0.00	£552.36
Playground Lease Grant	£200.00	£0.00	£0.00	£200.00
Neighbourhood Watch	£185.00	£0.00	£0.00	£185.00
Village Cemetary	£275.00	£0.00	£0.00	£275.00
Reading Room Maintenance	£8,810.00	£0.00	£0.00	£8,810.00
Parish Plan	£2,000.00	£0.00	£0.00	£2,000.00
Playground Maintenance	£250.00	£0.00	£0.00	£250.00
Village Maintenance	£230.00	£0.00	£0.00	£230.00
Deposit Account Balances As At:	**£12,834.23**	**£4.32**	**£0.00**	**£12,838.55**

Closing Period Bank Balances As At:	**29 November 2018**
Current Account	£13,688.37
Deposit Account	£12,838.55
Total Bank Balances	£26,526.92